

Date: 14-08-2021

To,
The Principal,
Shri Shivaji Science College,
Amravati.

Subject: Request for Permission to conduct 4-weeks certificate course on "Computer Skills and IT Literacy" [CSITL-2021].


Through: IQAC

Respected sir,

With reference to above cited subject, the we the department of computer science want to schedule a certificate course on "Computer Skills and IT Literacy" (CSITL-2021) from 23-Aug-2021 to 19- Sep. -2021 i.e. of 4-Weeks. This is a very basic course targeted to all students of our college. The aim behind this course is to provide very basic knowledge of computer to our student which is becoming very essential part of current days of education. Specially in the current pandemic situation of COVID-19, the teaching-learning process is implementing through Online classes. So, student should have basic knowledge of computer, by considering this in mind this course is designed.

Herewith, I am providing the brochure containing Announcement, Time Table and Content of the Course. It is kind request to you sir, please give us permission to proceed.
Thanking you!

Regards,


Mr. M. M. Bhonde
Dept. of Computer Science,
Shri Shivaji Science College,
Amravati.
H.O.D.
Computer Science


IQAC Co-ordinator


Principal (I/c)
Shri Shivaji Science College,
Amravati

Shri Shivaji Science College, Amravati

CSITL-2021

Department of Computer Science

Four Week Online Course Brochure

Online Certificate Course on

“Computer Skills and IT Literacy”

Course starting date: 23-Aug-2021

Course end date: 19- Sep. -2021

Platform: Google Classroom

Registration Fee: FREE

Course Duration: 4 Weeks

Passing Criteria: 40% in each tests

Last date for Registration: 18 Aug 2021.

About Course:

Dear learners,

By considering the current situation of COVID-19 pandemic, if student don't have basic knowledge of Computer then he has to miss a lot in e-learning. By taking this need into consideration Department of Computer Science, Shri Shivaji Science College, Amravati is going to organize ONE-month online certificate course on “**Computer Skills and IT literacy**” (CSITL). This course is designed for **First year UG students** of Shri Shivaji Science College, Amravati.

This is an applied course. If consider the effect of COVID-19 pandemic on teaching learning process it becomes almost mandatory to every student as well as teacher belongs to any subject must be literate with basic computer skills. The main objective of this course is to provide very basic knowledge of computer which is very much helpful to actively participate in digitalized teaching learning process.

Course Objectives:

1. Impart basic knowledge about Computer System to students of any stream of subject.
2. To make familiar with application software MS-Word, so that learners can do office work paperless.
3. To impart knowledge of application software MS-Excel so that learners can organize the large amount of data in well-structured manner and process it.
4. Now a days making presentations for their seminars, projects is almost become compulsory for efficient representation of their topic. Hence this course also focuses on creating attractive power point presentations.
5. Internet becomes part of life; it becomes very handy tool for learners. Through this course learner can understand the basic concepts of Internet and how internet should be used professionally.

Resource Faculty from our department:

1. **Mr. M.M. Bhonde**, H.O.D.
2. **Dr. U.S. Junghare**, Assistant Professor
3. **Mr. Y.V. Hushare**, Assistant Professor

Course Content:

Week-1: Basics of Computer System		
Day-1	23-Aug-2021	Block Diagram of Computer
Day-2	24-Aug-2021	Concept of h/w and s/w
Day-3	25-Aug-2021	Memory Management
Day-4	26-Aug-2021	Introduction to Windows
Day-5	27-Aug-2021	Applications in windows
Day-6	28-Aug-2021	Quiz-1
Day-7	Sunday(29-Aug-2021)	Practice Day and Display of Result
Week-2: Working with MS-Word		
Day-1	30-Aug-2021	File Tab in MS-Word
Day-2	31-Aug-2021	Home Tab in MS-Word
Day-3	01-Sep-2021	Layout Tab in MS-Word
Day-4	02-Sep-2021	Insert Tab in MS-Word
Day-5	03-Sep-2021	Review and View Tab in MS-Word
Day-6	04-Sep-2021	Quiz-2
Day-7	Sunday(05-Sep-2021)	Practice Day and Display of Result
Week-3: Working with MS-Excel		
Day-1	06-Sep-2021	File Tab in MS-Excel
Day-2	07- Sep-2021	Home Tab in MS-Excel
Day-3	08- Sep-2021	Working with formulas
Day-4	09- Sep-2021	Data Tab in MS-Excel
Day-5	10- Sep-2021	Working with Charts
Day-6	11- Sep-2021	Quiz-3
Day-7	Sunday(12- Sep-2021)	Practice Day and Display of Result
Week-4: Working with MS-Power Point and Internet		
Day-1	13- Sep-2021	Creating Simple presentation
Day-2	14- Sep-2021	Use of Transitions in Presentation
Day-3	15- Sep-2021	Introduction to Internet
Day-4	16- Sep-2021	Working with Google Account
Day-5	17- Sep-2021	Working with Google Classroom student perspective
Day-6	18- Sep-2021	Quiz-4
Day-7	Sunday(19- Sep-2021)	Final Exam
Till 25-Sept-2021: Distribution of Certificates		

Link for Registration: <https://forms.gle/vbWEv7MgmZ7PRZgk8>

Link for Telegram group: <https://t.me/joinchat/l3qKkO4hBZ83NmVI>

Course Coordinators,
Dr. Ujwala S. Junghare , Assistant Professor
Mr. Yogesh V. Hushare, Assistant Professor
 Shri Shivaji Science College, Amravati

Convener,
Mr. Mukul M. Bhonde
 H.O.D. Computer Science,
 Shri Shivaji Science College, Amravati

List of registered students:

Sent Mail - x | https://www.x | Inb... (20) - x | 1.2.1 CPS - x | NAAC Revis... x | 1.2.2 CPS - x | Classwork f... x | 3_Registrati... x | CSITL_Regis... x

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8/14/2021 16:35:08	akankshatikhile2512@gmail.com	akankshatikhile2512@gmail.com	Tikhile	Akanksha	Arvind	Shri Shivaji Science Coll	B.Sc. I	CMP
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8/14/2021 16:36:43	gayatriwarkad@gmail.com	gayatriwarkad@gmail.com	Warkad	Gayatri	Nandakumar	Shri Shivaji science colle	B.Sc. I	CAM
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8/14/2021 16:37:59	vaishnavidahe5@gmail.com	vaishnavidahe5@gmail.com	Dahe	Vaishnavi	Gajanan	Shri Shivaji Science Coll	B.Sc. I	CMP
8/14/2021 16:38:09	thakurvaishnavi909@gmail.com	thakurvaishnavi909@gmail.com	Thakur	Vaishnavi	Arunsing	Shri Shivaji science colle	B.C.A. I	BCA
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8/14/2021 16:51:27	yashchoudhury70@gmail.com	yashchoudhury70@gmail.com	Choudhury	Yash	Amir	Shri Shivaji science Colle	B.C.A. I	BCA
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8/14/2021 19:04:19	adnanfaisal3448@gmail.com	adnanfaisal3448@gmail.com	Faisal	Mohammad	Adnan	Shivaji science College B.C.A. I		BCA
8/14/2021 19:05:15	sharjilahmadkhan1122@gmail.com	sharjilahmadkhan1122@gmail.com	Pathan	Sharjil ahmad khan	Aziz khan	Shri Shivaji science colle B.C.A. I		BCA
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CSITL_Registration form 2020-2021 (Responses)

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8/16/2021 13:23:21	awaresakshi7@gmail.com	awaresakshi7@gmail.com	Aware	Sakshi	Surendra	Shri Shivaji science colle B.C.A. I		BCA
8/16/2021 13:40:25	vaishnavikanherkar12@gmail.com	vaishnavikanherkar12@gmail.com	Kanherkar	Vaishnavi	Ashok	Shri Shivaji Science Coll B.Sc. I		CSM
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8/17/2021 9:08:10	nandinizakar27@gmail.com	nandinizakar27@gmail.com	Zakar	Nandini	Arun	Shri Shivaji Science Coll B.Sc. I		CSM
8/17/2021 10:08:59	karanbhoge44@gmail.com	karanbhoge44@gmail.com	Bhoge	Karan	Vinod	Shri Shivaji Science Coll B.C.A. I		BCA
8/17/2021 10:10:57	samyaksonone26718@gmail.com	samyaksonone26718@gmail.com	Sonone	Samyak	Avinash	Shri Shivaji science Colle B.C.A. I		BCA
8/17/2021 12:08:10	payalshakare612@gmail.com	payalshakare612@gmail.com	Thakare	Payal	Dhanraj	Shri Shivaji science colle B.Sc. I		CAM
8/17/2021 14:45:15	nupurbhandekar457@gmail.com	nupurbhandekar457@gmail.com	Bhandekar	Nupur	Mohan	Shri Shivaji science Colle B.C.A. I		BCA
8/17/2021 20:08:13	sharmaakash02342@gmail.com	sharmaakash02342@gmail.com	Sharma	Akash	Pravin	Shri Shivaji science colle B.C.A. I		BCA
8/17/2021 22:11:17	pratishjaiswal548@gmail.com	pratishjaiswal548@gmail.com	Jaiswal	Pratish	Vijay	Shri Shivaji Science Coll B.Sc. I		CSM
8/18/2021 7:40:26	rkapate2000@gmail.com	rkapate2000@gmail.com	Kapate	Rushikesh	Mohan	Shri Shivaji science colla B.C.A. I		BCA
8/18/2021 9:33:37	dhandeabhiji54@gmail.com	dhandeabhiji54@gmail.com	Dhanda	Abhijit	Sunil	Shri Shivaji science colle B.Sc. I		PHG
8/18/2021 10:01:15	adityachaudhari075@gmail.com	adityachaudhari075@gmail.com	Chaudhari	Aditya	Dilip	Shri Shivaji science Colle B.C.A. I		BCA
8/18/2021 10:28:05	hsmankar2000@gmail.com	hsmankar2000@gmail.com	Mankar	Harish	Sanjay	Shri Shivaji science colle B.Sc. I		CAM
8/18/2021 10:28:17	pavandhabe54@gmail.com	pavandhabe54@gmail.com	Dhabe	Pavan	Neminath	Shri Shivaji science Colle B.Sc. I		CMP

Screen short of Google classroom:

The screenshot shows the 'Stream' tab of a Google Classroom. At the top, there is a header for the course: 'CSITL-2021(Computer Skills and IT Literacy) Online Certificate Course' with a class code 'yq5o5ii'. Below this, there are two main sections: 'Upcoming' and 'Saved announcements (2)'. The 'Upcoming' section shows a quiz due tomorrow from 9:00 AM to 11:59 PM. The 'Saved announcements' section contains two announcements from the 'Dept. of Comp. Sci. SSSC Amravati'. The first announcement is about a new assignment: 'Week-4 Quiz: Working with MS...'. The second announcement is dated 'Yesterday' and says 'Dear learners, Tomorrow you have a FOURTH Weekly test. The Link will be posted on Google Classroom at sharp 10:00 AM'. Below this, there is a 'NOTE' that says '1. Use the same mail-id to attempt the test which was used to join this Classroom. (Check carefully)'. The browser's taskbar at the bottom shows the date as 18-09-2021 and the time as 14:31.

The screenshot shows the 'Classwork' tab of the same Google Classroom. The main heading is 'Week-1: Introduction to Computer Science'. Below this, there is a list of classwork items. The first item is 'Week-1 Quiz-1 Introduction to Computer Sy...' with a due date of 'Aug 29, 12:00 PM'. The following items are lecture videos and study materials posted between August 23 and August 27. The items include: 'Lecture Video: Week-1 Day-5 Applications i...', 'Lecture Video: Week-1 Day-4 Applications i...', 'Referencing Study Material: Week 1 Day 3 A...', 'Lecture Video: Week-1 Day-3 Applications i...', 'Referencing Study Material: Week 1 Day 2 In...', 'Lecture Video: Week-1 Day-2 Intro. to Wind...', 'Reading Material: Week-1 Day-1 ECS', 'Video Lecture: Week-1_Day-1_ECS_Part-2', and 'Videos Lecture: Week-1 Day-1: Elementary ...'. The browser's taskbar at the bottom shows the date as 18-09-2021 and the time as 14:32.

Sent Mail - usjungl | https://www.shivaji | Inbox (20) - docssh | 1.2.1 CPS - Google | NAAC Revised info | 1.2.2 CPS - Google | Classwork for CSITL

classroom.google.com/u/1/w/Mzc5NTY2NzlyODcz/t/all

Apps Shivaji Science New | RCMOCS

CSITL-2021(Computer Skills and IT Literacy) Online Certificate Course

Stream **Classwork** People Grades

- Video Lecture: Week-3 Day-2 Home Tab in ... Posted Sep 7
- Video Lecture: Week-3 Day-1 File Tab in MS-... Posted Sep 6

Week-2: Working with MS-Excel

- Week-2 Quiz-2 Working with MS-Excel Quiz-2 Due Sep 5, 12:00 PM
- Video Lecture: Week-2 Day-5 Charts in MS-... Posted Sep 3
- Video Lecture: Week-2 Day-4 Data Tab in M... Posted Sep 2
- Video Lecture: Week-2 Day-3 Formulas in M... Posted Sep 1
- Video Lecture: Week-2 Day-2 Home Tab in ... Posted Aug 31
- Video Lecture: Week-2 Day-1 File Tab in MS-... Posted Aug 30

Week-1: Introduction to Computer Science

Type here to search

Sent Mail - usjungl | https://www.shivaji | Inbox (20) - docssh | 1.2.1 CPS - Google | NAAC Revised info | 1.2.2 CPS - Google | Classwork for CSITL

classroom.google.com/u/1/w/Mzc5NTY2NzlyODcz/t/all

Apps Shivaji Science New | RCMOCS

CSITL-2021(Computer Skills and IT Literacy) Online Certificate Course

Stream **Classwork** People Grades

- Video Lecture: Week 4 Day 2 Transitions an... Posted Sep 14
- Video Lecture: Week-4 Day-1 Creating Simp... Posted Sep 13

Week-3: Working with MS-Word

- Week-3 Quiz : Working with MS-Word Quiz-3 Due Sep 12, 12:00 PM
- Video Lecture: Week-3 Day-5 Review&View ... Posted Sep 10
- Video Lecture: Week-3 Day-4 Insert Tab in ... Posted Sep 9
- Video Lecture: Week-3 Day-3 Page Layout T... Posted Sep 8
- Video Lecture: Week-3 Day-2 Home Tab in ... Posted Sep 7
- Video Lecture: Week-3 Day-1 File Tab in MS-... Posted Sep 6

Week-2: Working with MS-Excel

Type here to search

30°C Partly sunny 14:33 18-09-2021



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science College

Shivaji Nagar, Nagpur Road, Amravati (MS)

NAAC Accredited by Grade "A" with CGPA of 3.13 (Third Cycle), UGC Awarded Status of College with Potential for Excellence (Second Phase),
 Identified by DST, Govt of India for FIST and Sant Gadge Baba Amravati University, Amravati as Lead College

Affiliated to Sant Gadge Baba Amravati University, Amravati (MS) INDIA



Certificate no. CSITL-2021/036

Date: 20/09/2021

CERTIFICATE

This Certificate is awarded to

Aditya Pramod Turkhade

Position: Student

Affiliation: Shri Shivaji Science College, Amravati

For the successful completion of the Online Certificate Course on "**COMPUTER SKILLS & IT LITERACY [CSITL-2021]**" as prescribed and ported by the Department of Computer Science during 23rd August - 19th September 2021. His performance was **Good(B+)**

Course Coordinators
 U.S. Junghare Y.V. Hushare

HOD and Course Convener
 Mr. Mukul M. Bhonde

IQAC Coordinator
 Dr. H.S. Lunge

Principal
 Dr. G.N. Chaudhari



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science College

Shivaji Nagar, Nagpur Road, Amravati (MS)

NAAC Accredited by Grade "A" with CGPA of 3.13 (Third Cycle), UGC Awarded Status of College with Potential for Excellence (Second Phase),
 Identified by DST, Govt of India for FIST and Sant Gadge Baba Amravati University, Amravati as Lead College

Affiliated to Sant Gadge Baba Amravati University, Amravati (MS) INDIA



Certificate no. CSITL-2021/002

Date: 20/09/2021

CERTIFICATE

This Certificate is awarded to

Gayatri Sunil Mandase

Position: Student

Affiliation: Shri Shivaji Science College, Amravati

For the successful completion of the Online Certificate Course on "**COMPUTER SKILLS & IT LITERACY [CSITL-2021]**" as prescribed and ported by the Department of Computer Science during 23rd August - 19th September 2021. His performance was **Outstanding(A+)**

Course Coordinators
 U.S. Junghare Y.V. Hushare

HOD and Course Convener
 Mr. Mukul M. Bhonde

IQAC Coordinator
 Dr. H.S. Lunge

Principal
 Dr. G.N. Chaudhari



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science College

Shivaji Nagar, Nagpur Road, Amravati (MS)

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Affiliated to Sant Gadge Baba Amravati University, Amravati (MS) INDIA



Certificate no. CSITL-2021/054

Date: 20/09/2021

CERTIFICATE

This Certificate is awarded to

Harish Sanjay Mankar

Position: Student

Affiliation: Shri Shivaji Science College, Amravati

For the successful completion of the Online Certificate Course on "**COMPUTER SKILLS & IT LITERACY [CSITL-2021]**" as prescribed and ported by the Department of Computer Science

during 23rd August - 19th September 2021. His performance was

Satisfactory(B)

Course Coordinators
 U.S. Junghare Y.V. Hushare

HOD and Course Convener
 Mr. Mukul M. Bhonde

IQAC Coordinator
 Dr. H.S. Lunge

Principal
 Dr. G.N. Chaudhari



Shri Shivaji Education Society, Amravati's
Shri Shivaji Science College

Shivaji Nagar, Nagpur Road, Amravati (MS)

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Affiliated to Sant Gadge Baba Amravati University, Amravati (MS) INDIA



Certificate no. CSITL-2021/015

Date: 20/09/2021

CERTIFICATE

This Certificate is awarded to

Yash Diliprao Ingale

Position: Student

Affiliation: Shri Shivaji Science College, Amravati

For the successful completion of the Online Certificate Course on "**COMPUTER SKILLS & IT LITERACY [CSITL-2021]**" as prescribed and ported by the Department of Computer Science

during 23rd August - 19th September 2021. His performance was

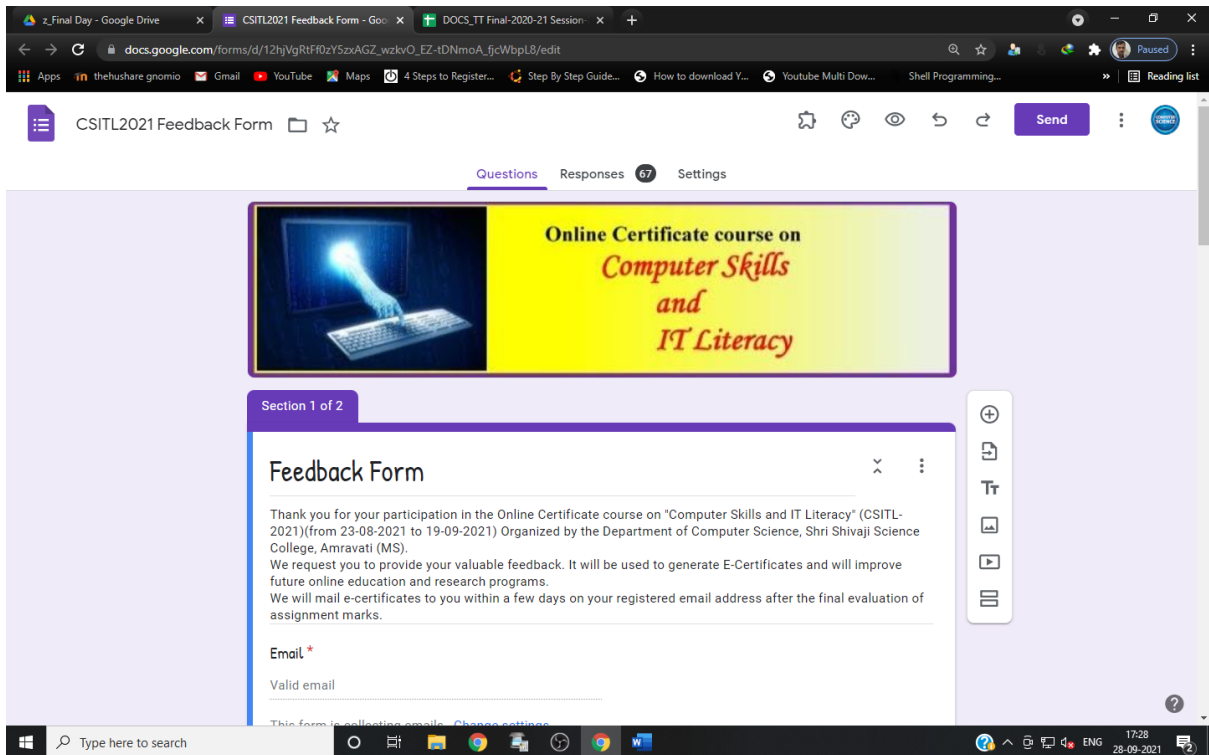
Good(B+)

Course Coordinators
 U.S. Junghare Y.V. Hushare

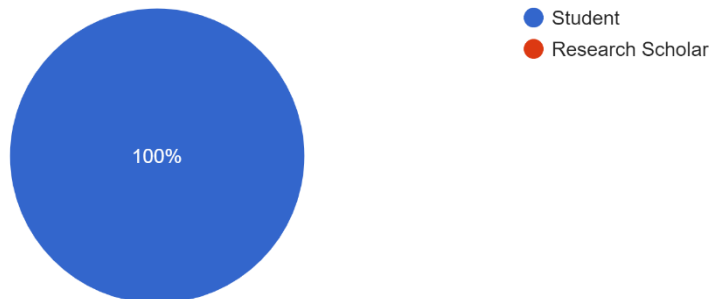
HOD and Course Convener
 Mr. Mukul M. Bhonde

IQAC Coordinator
 Dr. H.S. Lunge

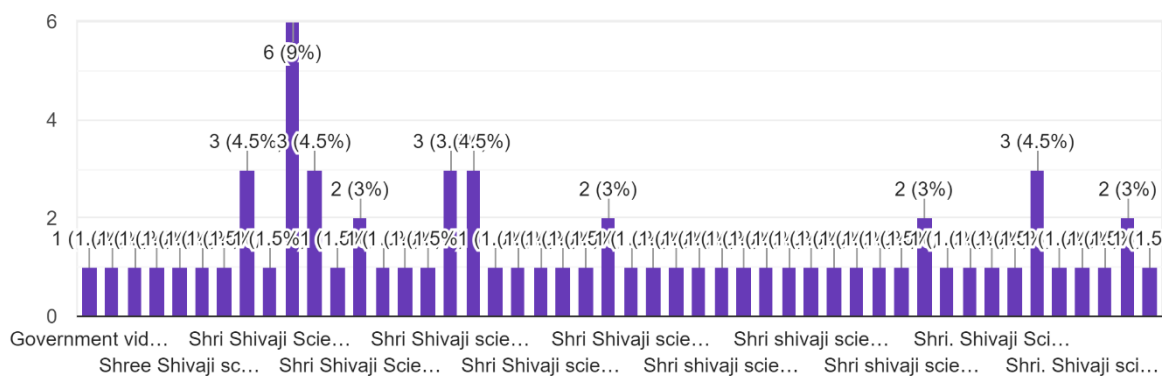
Principal
 Dr. G.N. Chaudhari



Designation (Student\Research Scholar):
67 responses

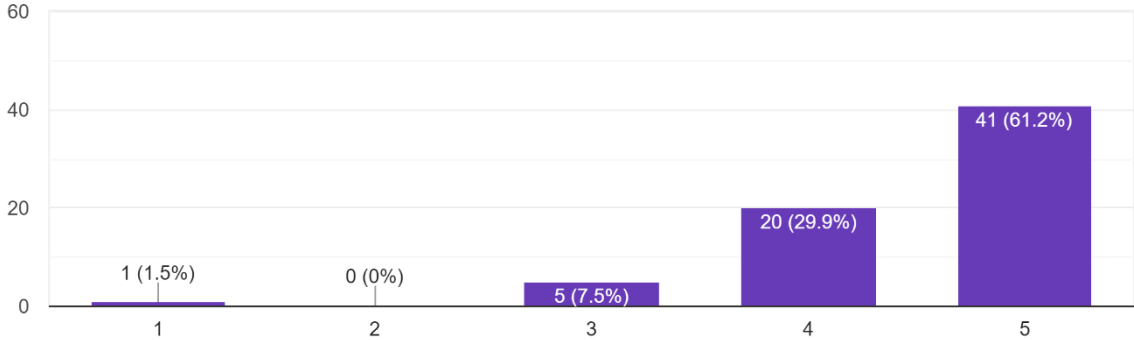


Name of the College / Institute/ University / Organization (to be printed on the certificate):
67 responses



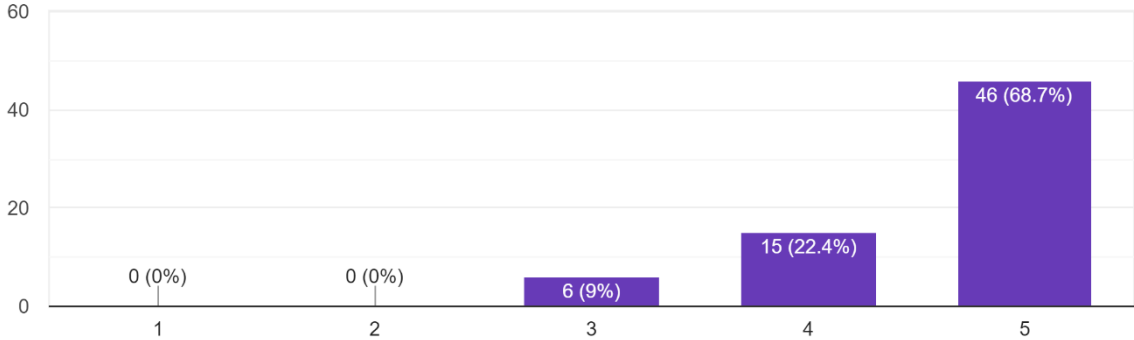
How did you find the content of the Course? (1- POOR , 5- EXCELLENT)

67 responses



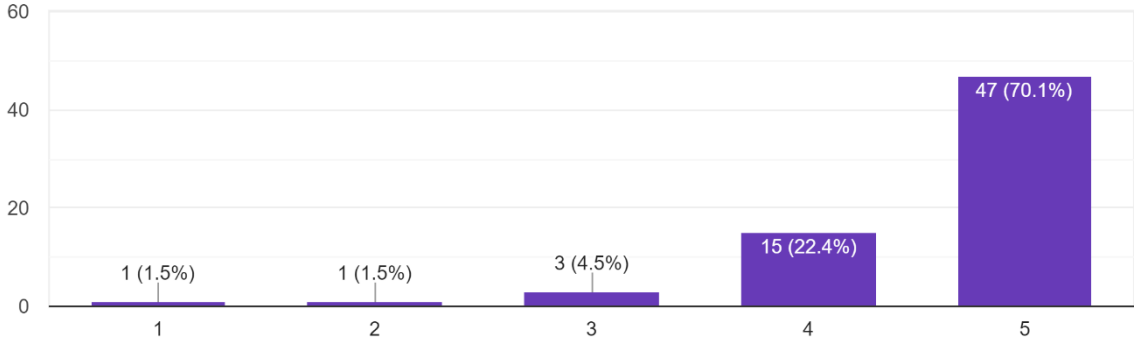
How would you rate the content delivered by Teacher? (1- POOR , 5- EXCELLENT)

67 responses



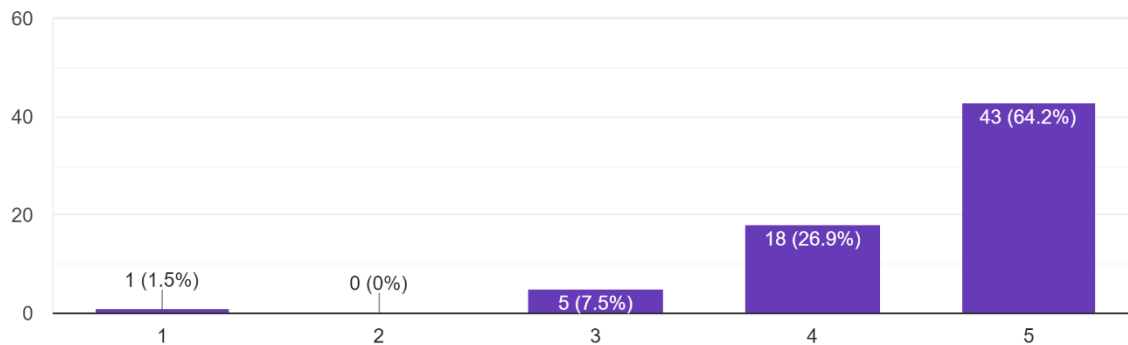
Usefulness of Course topics and contents?

67 responses



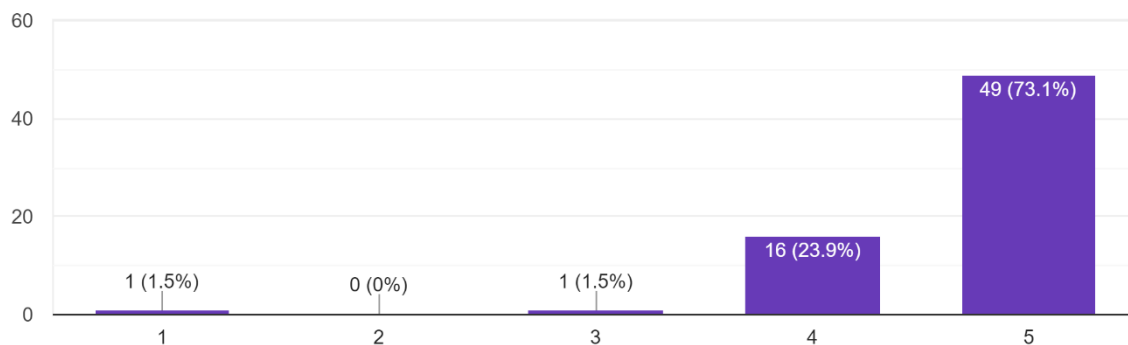
How would you rate the Quizzes/Assignments ? (1- POOR , 5- EXCELLENT)

67 responses



How would you rate overall organization of the course organized by Department of Computer Science, Shri Shivaji Science College, Amravati? (1- POOR , 5- EXCELLENT)

67 responses



The screenshot shows a Google Forms interface with the following elements:

- Navigation:** Questions, Responses (selected), Settings.
- Bar Chart:** A summary chart showing the distribution of responses for the question. The data is: 1 (1.5%), 2 (0%), 3 (1.5%), 4 (23.9%), and 5 (73.1%).
- Question:** Any suggestion or comment you want to give? (67 responses)
- Responses:**
 - Satisfactory
 - Exam should be more tough, teacher should come with some hot topics
 - It was useful for me.Thanking you.
 - This organise corce its very useful
 - Good quizze
 - It was very interesting course to learn. I enjoy it. I learn very important things in it about computer during these pandemic time.
 - Very useful course
 - NA
 - Great job 🙌🙌🙌

Shri Shivaji Science College, Amravati

2020-2021

Department of Computer Science

Course Summary

Online Certificate Course on
“**Computer Skills and IT Literacy [CSITL-2021]**”

Course starting date: 23-Aug-2021

Course end date: 19- Sept -2021

Platform: Google Classroom

Registration Fee: FREE

Course Duration: 4 Weeks

Passing Criteria: 40% in each test

Last date for Registration: 20 Aug 2021.

The title of the course i.e., “Certification Course on Computer Skills and IT Literacy” itself explains that this course is definitely useful for students who want to operate the computer on their own efficiently and also to create a platform for those who want to do their career in Computer Science.

Herewith we are very much pleased to summarize that we conducted the ad-on course on “Computer Skills and IT Literacy” within the duration specified exactly. We also got a healthy response from students also. In this course total **155** students did their registration through Google Form. Among these **155** students **74** students successfully completed the course. In this course the faculty members of our department *Mr. M.M. Bhonde, Dr. U.S. Junghare, Mr. Hushare Y.V.* delivered their knowledge by sharing the modules of the syllabus of this course.

At the end all successful students got their certificates. It is very pleasing that we got very very positive feedback from participating students.



H.O.D.

Mr. Mukul M. Bhonde

Head

Dept. of Computer Science
Shri Shivaji Science College,
Amravati.